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ABSTRACT

One of a series of refugee orientation materials, this guide to employment is intended to assist Hmong refugees in their understanding of the employment situation in the United States and to give them necessary information for obtaining work. The text is in Hmong followed by an English-language version, which is not an exact translation but which gives the substance of the foreign language part. The topics covered in the guide are the following: (1) American attitudes towards employment and what goes into a decision about job qualifications and choice; (2) a list of questions about job choices and suggested answers that deal with skills, pay, entry-level jobs, fringe benefits, and expectations about hours of work; (3) the process of getting a job, including using employment agencies, preparing for the interview, and making a decision about a job once it is offered; (4) factors that are important for keeping a job, particularly dependability and responsibility; (5) relations with supervisors and co-workers; (6) considerations involved in deciding to change jobs; and (7) advantages of developing new skills through adult education programs. A convenient checklist of things to consider in getting a job concludes the guide. (AMH)

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ORIENTATION TO EMPLOYMENT IN THE U.S.
FOR REFUGEES--HMONG

UA HAUJLWM HAUV ASMESLIVKAS

An English version follows page 23

Phau Ntaw Taw Kev
Rau Cov Neeg
Thej Nam Hmoob

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Center for Applied Linguistics

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TXOG TSOOM NIAM TXIV

NKAUJ MUAM THIAB KWV TIJ PHOOJ YWG :

Tamsim no, koj tuaj txog Asmeslivkas lawm; tejzaum koj twb paub zoo hais tias Asmeslivkas saib txoj kev ua haujlwm rau qhov chaw tseem ceeb heev. Cov neeg, tsis hais tus muaj los tus pluag, uas tseem ua taus hauj lwm - nyias yuav tsum mus ua nyias haujlwm los yug nyias tsev neeg - lub neej thiaj yuav vam meej taus lawm yaj tom ntej.

Ntau tus neeg, nyias yeem xav kom nyias muaj nyias ib txog haujlwm ua. Koj los tib yam, tejzaum koj kuj xav hais tias txawm ua txoj haujlwm zoo phem licas los ntshai yuav zoo dua tsis ua haujlwm kiag li. Lo lus no muaj tseeb li ntawd tiag, yog koj yeem yuav tsis muaj kev hloov mus rau txoj haujlwm zoo li. Tiamsis, nyob Asmeslivkas teb, cov tib neeg feem coob uas nrhiav haujlwm yuav muaj txoj puav kev hloov mus rau cov haujlwm zoo. Txoj kab ke uas yuav nrhiav tau haujlwm zoo muaj nyob ntawm saib:

- Koj txawj txuj ci haujlwm zoo npaum licas thiab saib koj tau ua hom haujlwm uas koj mus nrhiav ntawd ntev npaum licas lawm;
- Koj puas paub zoo saib nyob ib cheeb tsam ntawm ko, luag xav txais neeg mus ua hom haujlwm twg;
- Koj puas yuav nrhiav tau hom haujlwm uas koj yuav tau siv koj tej txuj ci kom tsim nuj nqis;
- Koj puas paub zoo saib yuav mus nrhiav tau hom haujlwm uas koj nyiam nyob rau qhov twg.

Ua ntej peb yuav sib tham txog hom puav kev tseem ceeb ntawm txoj kev nrhiav haujlwm, tejzaum peb yuav tsum xub xyuas saib cov ntsiab lus tseem ceeb uas ntau tus Asmeslivkas ntseeg txog txoj kev ua haujlwm zoo licas tso:

- Txhua txhua tus neeg uas tseem ua taus haujlwm yuav tsum mus ua haujlwm kom tag huv si. Tus neeg twg, yog luag nrhiav tau haujlwm rau, tsis kam mus ua - pheej yuav nyob thov noj thov haus ntawm Tseem Fwv xwb -- luag yuav ntsia tus neeg ntawd rau qhov chaw qis heev. Txoj kev pab ntawm Tseem Fwv (Vesfes), luag tsuas pub mus thov noj thaum zaub mov tu lawm tiag xwb, xws li thaum poob haujlwm los thaum tsis nrhiav tsis tau haujlwm.

- Cov haujlwm nyiaj tsawg yuav pab tau kom yus tau ua cov haujlwm nyiaj ntau lawm yav tom ntej.
- Ib tug neeg twg, txawm nws tsis txawj txuj ci dabtsi kiag los yog nws muab siab rau nws lub luag haujlwm - nws yuav tsum tau zoo ib hnub xwb thiaj tag. Yawg Hlob Abraham Lincoln yog ib tug neeg txom nyem thaum yau, tiamsis vim qhov nws muab siab rau nws lub neej heev, nws thiaj tau ua tsoom Asmeslivkas tus thawj tswm pwj thiab tsoom pej xeem thiaj poog nws heev. Peb sawv daws yuav tsum tau khaws nws tus yeeb yam los ua neej mas peb thiaj yuav zoo taus lawm yav tom ntej.
- Tsis tas rau txoj kev xyaum haujlwm thiab kawm txuj ci hauj lwm, txoj kev ua haujlwm tseem yuav pab kom yus tsim tau lub koob ua haujlwm thiab. Lub koob ua haujlwm no yuav pab tau kom yus muaj kev yooj yim mus nrhiav dua txoj haujlwm zoo lawm yav tom ntej. Cov haujlwm nyiaj tsawg yuav yog ib qho chaw rau cov tseem tsis tau ua haujlwm dua mus tsim lawv lub koob ua haujlwm. Tsis hais nyob rau qhov twg, feem coob ntawm cov uas nyuam qhuav mus pib ua thawj txog haujlwm hauv Asmeslivkas yuav tau xub mus ua cov haujlwm nyiaj tsawg.
- Asmeslivkas feem coob tsis xav hais tias txoj haujlwm uas luag xub mus ua ntawd yuav yog txoj luag yuav ua mus tas ib sim neej. Luag tsuas mus ua txoj haujlwm ntawd ua qhov chaw cuab zog xwb, ntu puav, luag yuav nrhiav kev hloov mus ua cov haujlwm zoo nyob rau lwm lub tsev haujlwm. *Cov haujlwm yus niaj hnub ua, cov haujlwm yus niaj hnub xyaum thiab yus lub koob ua haujlwm zoo yuav pab tau kom yus muaj kev yooj yim mus nrhiav txoj haujlwm zoo lawm yav tom ntej.*

Asmeslivkas feem coob ntseeg tau hais tias lub teb chaws Asmeslivkas yog ib daim av uas muab sijhawm rau txhua txhua tus neeg - tsis hais tus ruam los tus ntse, poj niam los txiv neej, tsim dua lub neej tshiab. Txawm luag hais tau li ntawd cia los, peb ho tsis txhob niaj hnub nyob tos saib lub teb chaws yuav pab tau peb licas - thiab ho tsis txhob vam kom tau tej yam uas ntxim yuav tsis tau dhau hwv lawm, peb thiaj yuav muaj siab nrog luag tsim dua lub

neej tshiab. Ntau tus neeg thoj nam, thaum nyuam qhuav tuaj txog Asmeslivkas, twb xav kom muaj ub muaj no - txawj ub txawj no ib yam li luag cov twb tuaj nyob tau ntev lawm. Tamsim no, lub teb chaws Asmeslivkas tseem tab tom muaj teeb meem txog kev nyiaj txiag heev. Nyob hauv ntau thaj chaw hauv Asmeslivkas, cov neeg poob haujlwm los muaj coob - cov neeg tseem tab tom nrhiav haujlwm los muaj ntau. Tsis tas li ntawd, nqi vajtse, nqi noj haus los niaj hnub kim zuj zus. Nyob hauv ntau lub zos, cov tsev ntiav nyob feem ntau tsis xis nyob ntxim tus nqi ntiav. Tej no yuav ua kom ib txhia neeg thoj nam tsis muaj kev yooj yim nrhiav haujlwm los nrhiav cov tsev uas ntxim tus nqi ntiav. Thaum zoo li no lawm, tejzaum yus yuav tau lam txais ua txoj haujlwm uas yus tsis nyiam los lam ntiav lub tsev uas yus tsis nyiam nyob mus li ib ntus tso. Thaum lub sijhawm zoo li no, yus yuav tau ua siab ntev - tsis txhob xav hais tias yus lub neej ntshai yuav zoo taus li ntawd xwb. Lub neej yav dhau los ntawm lub teb chaws Asmeslivkas yeem xub ntsib ntu phem tso mam los ntsib ntu zoo. Thaum txog ntu phem, txawm ua txoj hauj lwm phem licas los ntshai yuav khees dua tsis muaj haujlwm ua kiag li. Txoj haujlwm yus ua ntawd, txawm phem thiab zoo los yus yeem yuav tsum kawm tau hom puav txuj ci thiab txoj haujlwm ntawd yeem yuav tsim tau ib lub koob ua haujlwm rau yus. Txog thaum muaj kev yooj yim nrhiav haujlwm, yus thiaj nyob tau rau qhov chaw uas luag yuav txais mus ua txoj haujlwm zoo. Yog tsis tau ua haujlwm, thaum txog lub caij ntawd, luag tsuas kam txais yus mus ua txoj haujlwm nyiaj tsawg xwb. Asmeslivkas feem coob ntseeg tau hais tias lawv lub neej yeem yuav zoo taus - lawv yeem yuav tau ua cov haujlwm nyiaj ntau thiab yeem yuav muaj vajtse nrog nyob lawm yav tom ntej. Asmeslivkas feem coob, txawm luag poob rau tej ntus muaj teeb meem kev nrhiav noj nrhiav haus los, tseem tsis ntaus siab yau; thiab luag kuj cia siab hais tias peb cov neeg thoj nam los yuav muaj kev sov siab rau peb lub neej thiab.

Qhov yuav tau txoj haujlwm zoo los phem ntawd nyob ntawm saib yus paub txiav txim siab rau txoj haujlwm zoo npaum licas. Vimtias Asmeslivkas feem coob ntseeg tau hais tias nyias yuav tsum txiav txim siab rau nyias tus kheej, yuav tsis muaj ib tug neeg twg los pab txiav txim siab kom yus ua txoj haujlwm zoo licas. *Vim li ntawd, yus yuav tsum nrhiav nug kom paub txoj haujlwm uas yus yuav ua ntawd kom zoo npaum li yuav zoo tau ua ntej yuav txiav txim siab ua los tsis ua.*

Yuav mus nrhiav haujlwm, yus yuav tsum xav txog txoj haujlwm uas yus tau ua tim Los Tsuas teb dhau los - tej txuj ci uas yus tau kawm dhau los tau ntau xyoo -- thiab qhov tseem ceeb tshaj plaws mas xyuas saib yus nyiam ua hom haujlwm twg thiab tau ua hom haujlwm twg los. Tejzaum luag yuav muaj ntau hom haujlwm sib txawv rau yus mus nrhiav ua. Vim li ntawd, yus yuav tsum ua tib zoo txiav txim siab xaiv kom tau hom haujlwm yus nyiam thiab yuav tsum ua tib zoo xav xyuas saib cov haujlwm uas luag yuav txais neeg ua ntawd yus yuav ntxim ua tau txoj twg.

Raws li tau piav dhau los, Asmeslivkas saib txoj kev ua haujlwm rau qhov chaw tseem ceeb heev. Qhov tsis txawj lus Askiv tsis yog qhov yus yuav nrhiav haujlwm tsis tau. Tej txuj ci uas yus kawm tau los ntawm txoj kev ua haujlwm thiab yus lub koob ua haujlwm zoo thiaj yog tus yawm sij qhib lub vag ntawm txoj haujlwm zoo rau yus.

Asmeslivkas feem coob ntseeg tau hais tias thawj txoj haujlwm tsuas yog txoj luag mus xyaum kom paub txoj kab ke ua haujlwm zoo nkaus xwb. Cov haujlwm no hu ua cov haujlwm qib pib los lus Askiv hu ua *entry level jobs*. Asmeslivkas muaj ib los lus hais cia tias, " *Koj yeem yuav tsum tau pib ntawm ib qho chaw twg xwb thiaj tag* ". Tejzaum yus yuav pom tau hais tias txoj haujlwm qib pib tsis them nyiaj zoo pes tsawg, los tias tsis muaj ib tug neeg twg xav ua txoj haujlwm ntawd kiag li. Qhov tseem ceeb tshaj plaws mas yog tias txoj haujlwm qib pib ntawd yuav yog yus qhov chaw cuab zog thiab yuav pab tsim kom *yus muaj lub koob ua haujlwm nyob hauv Asmeslivkas*. Txawm hais tias yus muaj txuj ci uas yuav siv tau rau hauv teb chaws no, thiab txawm yus twb paub lus Askiv zoo tsawv lawm los yus yuav tsum muaj lub koob ua haujlwm zoo hauv teb chaws no los dua, luag thiaj sov siab txais yus mus ua haujlwm. Tag nrho cov tswv tsev haujlwm, tus twg los tsaus xav txais neeg uas muaj cuab kav yuav ua taus haujlwm, muaj lub siab ncaj thiab nquag nkaus xwb. Qhov cov tswv tsev haujlwm tshiab yuav paub tau hais tias yus yog ib tug neeg ua haujlwm zoo ntawd yog los ntawm yus tus tswv tsev haujlwm qub los. Lo lus qhuas uas yus tus tswv tsev haujlwm qub qhuas rau tus tswv tsev haujlwm tshiab paub ntawd yuav ua kom tus tswv tsev haujlwm tshiab sov siab txais yus mus ua txoj hauj-

lwm nyiaj ntau. Yog yus kawm ntawv Askiv kom txawj ntxiv - kawm txuj ci haujlwm hauv tsev haujlwm ntxiv, yus yuav tsum tau hloov mus ua txoj haujlwm zoo. Nco ntsoov hais tias ntau tus Asmeslivkas uas kawm ntawv tiav theem siab tseem tau los ua cov haujlwm qib pib ib yam li feem ntau ntawm cov neeg thoj nam kom lawv muaj koob ua haujlwm thiab paub txoj kab ke ua haujlwm zoo tso.

Raws li sawv daws twb paub zoo los lawm, luag muaj ntau hom haujlwm sib txawv, tiamsis tejzaum yuav tsis yog tag nrho cov haujlwm ntawd ntxim yus yuav ua tau. Yus yuav tsum ua tib zoo txiav txim siab saib yuav mus teev npe rau txoj haujlwm twg yus thiaj yuav ntxim ua tau. Piv xam, *yog yus twb txawj tsav tsheb los kho tsheb los dua, yus yuav tau mus nrhiav ua tus neeg muag roj tsheb; tiamsis yog yus twb ho ua dua xib fwb qhia ntawv los lawm, ho tsis zoo mus ua tus neeg muag roj tsheb.* Yuav tau ua tib zoo xav saib yus muaj hom txuj ci dabtsi thiab saib yus twb ua hom haujlwm twg los dua lawm - xaiv kom tau txoj haujlwm ntxim yus yuav ua tau rau yus. Liaj-teb los Asmeslivkas muaj cov neeg ua - tsiaj txhu los luag muaj cov neeg tu, tiamsis txhua txhua hom haujlwm yuav txawv li hom uas yus tau ua dhau los nyob yus teb yus chaw.

Txawm licas los, yuav tsis zoo tos kom nrhiav tau hom haujlwm uas yus twb tau ua dua los tso mam ua. Yus yuav tsum maj mus nrhiav ua cov haujlwm qib pib ua ntej ua chaw cuab zog tso mam maj mam nrhiav hom haujlwm yus nyiam.Tej zaum yuav tau siv sijhawm li ib nyuag ntus thiaj yuav nrhiav tau hom haujlwm yus nyiam. Thawj yam uas yus tus kheej yuav tau npaj yog txoj kev xam phaj haujlwm. Thaum xam phaj haujlwm yog lub sijhawm uas tus tswv tsev haujlwm yuav nug kom luag paub saib yus yog hom neeg zoo licas thiab saib yus puas yuav ntxim ua taus luag txoj haujlwm. Tsis tas li ntawd, tseem yog lub sijhawm uas yus mus kawm saib luag nug txog dabtsi ntawm txoj kev ua haujlwm. Yuav npaj mus xam phaj haujlwm, yus tus kheej yuav tsum tau ua raws li lo puav lus nram qab no:

- Nrog ib tug phooj ywg sim sib nug txog yus cov haujlwm dhau los;
- Nug ib tug phooj ywg uas twb tau mus xam phaj haujlwm ntau zaug lawm saib yuav hais licas rau tus tswv tsev haujlwm thiaj yuav zoo;
- Muab tej haujlwm uas yus tau ua dhau los thiab tej txuj ci - kev kawm ntawv uas yus tau kawm dhau los sau rau hauv ib daim ntawv cia saib;

- Nug ib tug phooj ywg saib luag yuav muab hom ntawv teev npe zoo licas los rau yus sau. *Yog nws muaj cov ntawv teev npe ntawd, thov kom nws muab li daim puav los rau yus xyaum teev npe ua ntej*;
- Tejzaum yuav tau thov yus tus niam qhuav txiv qhuav, tus neeg sab laj kev tsim neej tshiab los phooj ywg kom nws sim nug yus thiab qhia yus teb cov lus thom nug ua ntej;
- Thaum sim xam phaj haujlwm, yus yuav tsum xyaum ntsia ntsoov tus nug. *Asmeslivkas ntseeg tau hais tias txoj kev tsis ntsia ntsoov luag teb yog ib txog kev qhia kom luag paub hais tias tus teb tsis muaj siab rau txoj kev sib tham. Tej tus neeg tseem ntseeg hais tias tus teb lub siab tsis ncaj thiab.*
- Tsis tas rau cov lus uas hais los no, tejzaum yus yuav tsum tau xyaum teb luag ntxhi thiab. Ntau tus neeg nug yuav xam hais tias qhov yus teb luag ntxhi ntawd yog ib txog kev phooj kev ywg thiab kev sib ntseeg siab.
- Thaum kawg no, yus yuav tsum xyaum teb cov lus uas tus tswv tsev haujlwm nyiam nug, xws li hais tias, " *Vim licas koj thiaj tuaj teev npe ua haujlwm rau hauv lub tsev haujlwm no ?* " thiab ntau ntau lo ntxiv.

Hais txog qhov tseem ceeb, yus yuav tsum xav txog tej haujlwm yus tau ua dhau los saib yuav piav licas tus tswv tsev haujlwm thiaj yuav xav mloog thiab xav hnov. Qhov yuav xaiv cov haujlwm dhau lod los piav kom deev tus tswv tsev haujlwm yog ib qho teeb meem nyuab tshaj plaws uas tib neeg feem coob tsis muaj cuab kav piav tau. Nco ntsoov hais tias tsis yog luag yuav xam yus cov haujlwm dhau los uas tau txais nyiaj hnub nyiaj hli nkaus xwb - tejzaum yus tau pab kwv tij phooj ywg ua vajtse, khiav haujlwm, kho tsheb -- tejzaum yus txawj xaws khaub ncaws, los tejzaum yus txawj tsav tsheb; tiamsis yus tsis tau raug ntiav mus ua haujlwm li. Tej haujlwm uas yus tau ua dhau los, tsis hais txoj luag ntiav yus mus ua los txoj yus mus pab dawb, puav leej zoo siv los teev npe ua haujlwm nyob rau teb chaws no huv si. Txawm licas los, yuav tsum nco ntsoov hais tias tus tswv tsev haujlwm tsuas xav mloog thiab xav hnov yus piav txog txoj puav haujlwm uas yus tau ua dhau los nkaus xwb.

Vim li ntawd, yuav tsum ua tib zoo xaiv xyuas saib tus tswv tsev haujlwm xav mloog thiab xav hnov yus txoj haujlwm dhau los twg xwb. Txawm piav txog yus txoj haujlwm dhau los twg los, qhov tseem ceeb mas yog yuav tsum tsis txhob dag luag - yog tsis paub txhob lam hais tias paub rau luag.

Hais txog txoj kev nrhiav haujlwm, qhov nrhiav xyuas saib cov haujlwm twg luag yuav txais neeg mus ua tejzaum yuav yog qhov nyuab tshaj plaws rau yus cov neeg thoj nam. Asmeslivkas kiag los yeem ntsib teeb meem kev nrhiav haujlwm tib yam. Txawm licas los, tseem yuav muaj kev nrhiav tau haujlwm raws li:

- Nyeem xyuas ntawv xov xwm ntawm daim qhia txog kev tshaj xo txais neeg ua haujlwm;
- Mus nug xyuas hauv Tseem Fwv lub tsev nrhiav haujlwm;
- Mus nug xyuas hauv cov koom haum txais neeg thoj nam thiab hauv cov koom haum sib pab (*Mutual Assistance Associations*)
- Mus nrhiav xyuas cov phiaj txais neeg ua haujlwm uas lus Askiv hu ua *Help wanted* uas luag muab lo rau ntawm tej qhov rooj, qhov rai tsev muag khoom los tsev haujlwm;
- Nug yus tus niam qhuav txiv qhuav;
- Nug kwv tij phooj ywg thiab cov neeg zej zos.

KEV XAIV HAUJLWM

Nram qab no yog ib co lus thov nug uas tejzaum yus yuav tau nug yus tus kheej txog txoj kev xaiv haujlwm:

Cov haujlwm qib pib puas zoo ib yam tag nrho ?

Tsis zoo ib yam. Cov haujlwm ntawd, ib hom zoo txawv ib hom; ib txog zoo txawv ib txog. Txoj haujlwm qib pib tsuas yog txoj tsim los rau cov neeg tsis tau ua hom haujlwm ntawd los dua xwb.

Kuv puas yuav tas kom txawj lus Askiv thiaj yuav tau haujlwm ua ?

Tsis tas li. Luag muaj ntau hom haujlwm rau cov neeg tsis tshua paub lus Askiv. Txawm licas los, nco ntsoov hais tias yog koj paub lus Askiv zoo npaum licas mas koj yuav muaj kev yooj yim hloov mus ua txoj haujlwm zoo ntau npaum li ntawd. Thaum koj ua haujlwm, txawm koj paub lus Askiv zoo npaum licas los koj yuav tsum nrhiav sijhawm mus kawm ntxiv.

Kuv yuav paub tau licas hais tias txoj haujlwm twg thiaj ntxim kuv ua tau ?

Yog koj tej txuj ci thiab haujlwm dhau los yog hom koj yuav tau siv rau txoj haujlwm uas koj mus teev ua ces txoj haujlwm ntawd yog txoj ntxim koj yuav ua tau. Koj yuav tsum cia siab hais tias yog tau ua txoj haujlwm ntawd, koj yuav tsis muaj teeb meem dabtsi li.

Nqi zog tseem ceeb npaum licas ?

Cov neeg ua haujlwm, tus twg los xav kom tau nyiaj nqi zog ntau raws li siab nyiam; tiamsis yuav tsum nco ntsoov hais tias lub koob ua haujlwm zoo ntawm thawj txoj haujlwm los yeem tseem ceeb kawg thiab. Tsis tas li ntawd, qhov koj ua haujlwm tau zoo ntawd los yeem yuav ua kom koj rov txaus siab rau koj kawg thiab. Qhov koj tau nyiaj ntau zog ntawm txoj haujlwm uas koj ua tau tsis tshua zoo ntawd yuav tsis kav lawm yav tom ntej. Tsis tas li ntawd, tseem tshuav ntau lo lus thom nug uas koj yuav tau rov muab nug koj tus kheej, xws li:

- Nqi caij tsheb mus ua haujlwm yuav raug ntau npaum licas?
- Yuav caij hom tsheb twg mus ua haujlwm ?
- Ntawm tsev mus rau tom chaw ua haujlwm deb npaum licas ?
- Yuav tau ua haujlwm ib hnub pes tsawg teev ?

Yus yuav tau txais nqi zog ntau npaum licas ?

Tseem Fwv Asmeslivkas tau xam ib tug nqi zog rau cov haujlwm qib pib thoob teb chaws (*li ntawm ib teev 3 dauslas thiab 65 xee*). Tejzaum ib co haujlwm kuj them nqi zog tsawg dua ntawd yog luag muaj nyiaj pub, xws li cov neeg txhab zaub mov hauv cov tsev noj mov. Cov haujlwm uas neeg tsis tshua nyiam ua thiab cov haujlwm ua rov yav hmo ntuj yuav them nyiaj zoo me ntsis. Nco ntsoov hais tias cov haujlwm qib pib uas them nyiaj ntau yog cov haujlwm phem thiab tsis tshua muaj kev xyuam xim zoo pes tsawg. Koj yuav tsum xub nug kom paub txoj haujlwm zoo zoo tsis mam hais txog tus nqi zog.

Kuv puas yuav tsum xub mus nrhiav txoj haujlwm nyiaj ntau los txoj nyiaj tsawg ua ntej ?

Yog koj twb tau ua haujlwm los dua lawm thiab paub lus Askiv zoo tsawv lawm. koj yuav tsum sim xub nrhiav txoj haujlwm zoo thiab nyiaj ntau ua ntej. Yog kaj hais tias yuav nrhiav tsis tau, koj yuav tsum maj mus nrhiav txoj haujlwm qib pib ua chaw cuab zog cia. Lub koob ua txoj haujlwm qib pib ntawd yuav tsim nuj nqi rau koj lawm yav tom ntej. Xav ntsoov hais tias ntau tus Asmeslivkas tseem nrhiav tsis tau ua hom haujlwm uas lawv tau kawm tiav los - tejzaum lawv tseem tau mus ua cov haujlwm qib pib thiab.

Hom puav haujlwm puas yuav zoo rau kuv dua zoo rau lwm tus neeg ?

Nov yog ib lo lus thom nug uas yuav teb tau nyuab heev; tiamsis kuj hais tsis tau thiab - nyob ntawm saib luag muaj hom haujlwm twg -- tejzaum txoj haujlwm uas luag yuav txais neeg ua ntawd yuav zoo rau koj dua zoo rau lwm tus neeg. Tej thaum, yus tsis pom - tsis paub hais tias luag yuav txais neeg ua haujlwm li. Tos paub, luag twb txais neeg puv chaw ua haujlwm tas lawm. Txawm licas los, txoj haujlwm uas luag cia koj kawm txuj ci yuav zoo dua txoj them nyiaj ntau tiamsis luag ho tsis cia koj kawm txuj ci. Hais txog txoj kev xaiv haujlwm, tejzaum nyiaj txiag yuav tsis yog qhov tseem ceeb tshaj plaws, vimtias nyiaj txiag yuav tsis kav ntev li txuj ci.

Kuv yuav tsum tos hov ntev tso mam pib nrhiav haujlwm ?

Koj maj mus nrhiav haujlwm sai npaum licas mas koj lub neej yuav zoo npaum li ntawd. Qhov yus xub mus ua haujlwm no, tsis yog yuav tsim lub koob ua haujlwm rau yus xwb - tseem yuav pab kom yus tau ntsib thiab paub ntau tus phooj ywg ntxiv,kawm tau lus Askiv sai -- thiab pab kom yus tsis muaj kev nyuab siab.

Cov ntxiv ntxuag nqi zog (Fring benefits) tseem ceeb npaum licas ?

Cov haujlwm qib pib tsis tshua muaj tej ntxiv ntxuag nqi zog txwm pes tsawg. Thaum mus xam phaj haujlwm, koj xav nug txog cov nqi ceev kev kho mob los tau, tiamsis qhov tseem ceeb tshaj plaws mas koj yuav tsum ua kom tus tswv tsev pom tau hais tias koj xav ua txoj haujlwm dua xav tau cov ntxiv ntxuag nqi zog thiab tus nqi zog, luag thiaj yuav sov siab txais koj mus ua haujlwm. Ntau tus tswv tsev haujlwm yuav tsis sov siab txais tus neeg uas tsuas nug txog tus nqi zog thiab cov ntxiv ntxuag nqi zog ntau xwb.

Thaum yuav txiav txim siab ua ib txog haujlwm twg, tejzaum yus yuav tau xyuas raws li cov lus nram qab no:

- Kuv puas yuav tau kawm ib hom txuj ci dabtsi ntawm txoj hauj lwm uas kuv yuav mus ua ?
- Kuv yuav tau siv nyiaj hov ntau caij tsheb mus ua haujlwm ?
- Kuv puas yuav tau them nqi ris tsho ua haujlwm ?
- Luag puas yuav kom kuv hnav ib hom ris tsho twg ?
- Kuv puas yuav tau muas tej yam khoom siv mus ua kuv txoj haujlwm ?
- Kuv puas yuav muaj kev yooj yim mus ua haujlwm ? *Yog yus mus ua haujlwm rov yav tsaus ntuj, tejzaum yuav tsis tshua muaj kev yooj yim mus ua haujlwm pes tsawg, vimtias cov tsheb ntiav loj tsis khiav lawm.*
- Kuv puas yuav muaj kev sov siab ua txoj haujlwm ntawd ?
- Kuv puas yuav raug ua haujlwm tshaj sijhawm los thaum cov hnub so ?
- Ob hnub kawg ntawm lub lim piam (*vas xaum thiab vas thiv*) puas yuav yog ob hnub ua haujlwm ntawm txoj haujlwm ntawd ?
- Txoj haujlwm ntawd puas muaj hnub so mob them nyiaj thiab ?

Yuav teb cov lus thom nug saum toj no, yus yuav tau nug yus cov kwv tij phooj ywg los yus tus niam qhuav txiv qhuav. Tej hom haujlwm uas luag ua ob hnub kawg ntawm lub lim piam, tejzaum luag yuav tsis them nyiaj tshaj rau yus.

Tej hom haujlwm, yog luag txib kom mus ua haujlwm tshaj sijhawm los ob hnub kawg ntawm lub lim piam, luag yuav them nyiaj ntxiv rau yus. Thaum twg tus tswv tsev haujlwm txib kom mus ua haujlwm tshaj sijhawm, yus yuav tsum nug saib txoj kab ke them nqi zog tshaj sijhawm ntawm yus lub tsev haujlwm zoo licas. Yus yuav tsum paub hais tias, tej ntus poob rau lub caij nyiaj txiag tsis muaj nqi, ntau tus neeg yuav txaus siab ua txhua txoj haujlwm - txoj haujlwm uas luag kom mus ua tshaj sijhawm los ua ob hnub so tiamsis tau txais nyiaj ntau ib yam li hnub ua haujlwm xwb los yeem muaj cov kam mus ua lawm li.

CHAW NRHIAV HAUJLWM NTIAV

Thaum yus ntsuas xyuas cov haujlwm uas yus tau ua dhau los, tej txuj ci uas yus txawj tas thiab thaum paub hais tias yus ntxim yuav ua tau hom haujlwm twg lawm, yus yuav tsum pib mus nrhiav haujlwm. Txoj kev nrhiav haujlwm no, tsis hais leej twg los yeem ntsib teeb meem ib yam. Tsis yog yuav tas rau cov neeg los cov chaw uas tau piav los saum toj no xwb thiaj yuav pab kom yus tau haujlwm, luag tseem muaj ib co chaw nrhiav haujlwm ntiav thiab. Cov chaw no nquag tshaj xo tawm rau hauv cov ntawv xov xwm hauv zos txog cov haujlwm uas cov tsev haujlwm xav txais neeg mus ua haujlwm. Nyob hauv tsab ntawv xov xwm hauv zos, ib co haujlwm yog cov tsev nrhiav haujlwm ntiav tshaj tawm,hos ib co yog cov tsev haujlwm tshaj tawm. Tus nqi ntiav nrhiav haujlwm ntawd, tejzaum yuav raug li ntawm ib hlis nyiaj nqi zog, los tejzaum kuj tsawg tshaj ntawd thiab. Tus nqi ntiav nrhiav haujlwm no tejzaum yus yuav yog tus them, los tejzaum lub tsev haujlwm yuav yog tus them. Thaum nrhiav xyuas haujlwm hauv tsab ntawv xov xwm, yus yuav tsum ua tib zoo xyuas saib txoj haujlwm uas yus xav ua ntawd yog qhov chaw twg ua qhov tshaj xo tawm. Yog tsis paub zoo xyov yog qhov chaw twg tshaj xo tawm, yuav tsum hu xov tooj mus nug kiag saib yog qhov chaw twg tshaj tawm thiaj yuav tsis tau them tus nqi nrhiav haujlwm. Cov chaw nrhiav haujlwm ntiav yuav pab tau yus zoo dua, tiamsis yuav tsum nco ntsoov hais tias tus nqi ntiav luag nrhiav haujlwm rau yus ntawd kim heev. Yog yus txiav txim siab mus ntsib cov chaw nrhiav haujlwm ntiav, yuav tsum nco ntsoov xyuas saib:

- Leej twg yuav yog tus them tus nqi nrhiav haujlwm ?
- Yog yus yog yuav them tus nqi nrhiav haujlwm, tus nqi ntawd yuav raug nyiaj npaum licas tiag ?

KEV NPAJ MUS XAM PHAJ HAUJLWM

Thaum yus nrhiav pom ib txog haujlwm twg lawm, yus yuav tsum ua raws li cov lus nram qab no:

- Muab daim ntawv qhuas uas tus tswv tsev haujlwm qub ua rau yus thiab cov ntawv pov thawj kawm tiav luam ib co nqa mus rau tus tswv tsev haujlwm tshiab - tsis txhob muab cov tseem nqa mus rau luag, vimtias yus tseem yuav tau siv ntau ntau zaug ntxiv lawm yav tom ntej. Muab cov ntaub ntawv uas yus yuav nqa mus rau luag ntawd ntim rau hauv ib lub hnab ntawv loj - txhob muab tais ntim rau hauv lub menyuam hnab ntawv.
- Yuav mus xam phaj haujlwm, tejzaum cia li mus lawm tom lub tsev haujlwm - tejzaum yuav tsum hu xov tooj mus teem caij ua ntej tso -- los tejzaum yus yuav tsum mus ntsib luag tas tso mam teem caij mus xam phaj.
- Yog tsis paub lus Askiv zoo, tejzaum yuav tau thov ib tug phooj ywg mus pab txhais lus, tiamsis txhob cia nws teb cov lus thom nug rau yus. Qhov tus tswv tsev yuav sov siab tshaj plaws mas yog yus yuav tsum mus yus tus kheej xwb. Thaum yuav hu xov tooj mus teem caij xam phaj, yog tsis paub lus Askiv zoo, thov kom ib tug phooj ywg los niam qhuav txiv qhuav pab hu teem caij rau yus los tau ib yam.
- Thaum mus xam phaj haujlwm, yuav tsum hnav ris tsho kom huv du dais kom haum txoj haujlwm uas yus mus xam phaj ua ntawd; tsis txhob lam hnav tso tuaj hauv qab xwb los rau khau khiab xwb.
- *Yog yus yog txiv neej,* yuav tsum txiav plaub hau kom luv thiab ntsis kom du dais. Ntau tus tswv tsev haujlwm tsis nyiam cov neeg uas tseg plaub hau ntev ntev.
- Yuav tsum tu cev kom huv du dais - txiav rau tes kom luv -- txhuam hniav kom thaum nrog luag sib tham luag thiaj tsis hnov tsw dabtsi.
- Yuav tsum mus txog tom chaw xam phaj kom ntxov dua lub sijhawm tau teem cia. Yog mus txog lig, luag yuav tsis sov siab txais yus mus ua luag txoj haujlwm. Yog paub hais tias yuav mus txog

qeeb, yuav tsum hu xov tooj mus rau tus tswv tsev haujlwm paub ua ntej saib luag puas yuav tos taus. Tsis li ntawd, yuav tsum thov kom luag rov teem caij rau yus mus ntsib luag dua lwm zaug.

- Yog tsis txawj ntawv zoo, yuav tsum thov kom ib tug phooj ywg pab sau ib daim ntawv qhia kev txawj ntse rau yus. Nyob hauv daim ntawv ntawd, yuav tsum kom muaj yus lub npe, yus qhov chaw nyob, yus tus xov tooj - tej haujlwm uas yus tau ua dhau los -- tej txuj ci uas yus tau kawm dhau los. Tsis tas li ntawd, yuav tsum npaj sau yus lub npe, chaw nyob thiab xov tooj rau hauv ib daim menyuam ntawv rau tus tswv tsev haujlwm tshiab, nws thiaj yuav paub hu rov rau yus.
- Yus yuav tsum npaj ib co lus thom nug cia mus nug tus tswv tsev haujlwm tshiab, nws thiaj xav hais tias yus muaj siab xav ua txoj haujlwm ntawd tiag. Cov lus thom nug ntawd muaj xws li nram qab no:

  * *Thaum twg luag thiaj kom yus mus pib ua haujlwm ?*
  * *Yus yuav raug ua haujlwm txij li hnub twg mus rau hnub twg thiab thaum tsawg teev mus rau tsawg teev ?*
  * *Luag yuav kom yus mus ua txoj haujlwm zoo licas ?*
  * *Leej twg yuav yog tus saib xyuas yus ua haujlwm ?*
  * *Luag puas yuav kom yus hnav ib hom ris tsho twg thiab muas khoom siv mus ua haujlwm ?*
  * *Puas yuav muaj hom puav kev cai ua haujlwm uas yus yuav tsum paub txog ?*
  * *Yus puas yuav tau kawm hom puav txuj ci ntxiv txoj haujlwm uas yus yuav mus ua ?*
  * *Yus yuav tau txais nqi zog licas ?*
  * *Nyob hauv lub tsev haujlwm ntawd, luag puas muaj Los Tsuas los Hmoob ua haujlwm thiab. Yog muaj, thaum nyuam qhuav mus pib ua haujlwm, tejzaum cov phooj ywg Los Tsuas los Hmoob ntawd yuav pab piav qhia yus lub luag haujlwm tau zoo rau yus.*
  * *Yus yuav paub licas yog luag yuav txais yus mus ua haujlwm ?*

Cov tswv tsev haujlwm feem ntau xav kom yus nug luag - nrog luag tham txog yus lub luag haujlwm. Yus yuav tsum txhob ntshai - txhob txaj muag nug tus tswv tsev haujlwm, vimtias Asmeslivkas feem coob los yeem yuav nug tus tswv tsev haujlwm ib yam yog luag tsis totaub dabtsi. Nco ntsoov hais tias txhua lub tsev haujlwm, nyias yuav muaj nyias ib txog kab ke ua haujlwm. Nyob ntawm tej lub tsev haujlwm, tejzaum yus yuav tsum tau nkag nrog luag ua koom haum neeg ua haujlwm (*Union member*). Txoj kab ke them nqi zog los yuav txawv ntawm ib lub tsev haujlwm mus rau ib lub. Tej lub tsev haujlwm them nqi zog ib lim piam ib zaug; tej lub them ob lim piam ib zaug, hos tej lub ho them ib hlis ib zaug. Thaum mus pib ua haujlwm, yog yus tseem tsis tau totaub zoo txog yus lub tsev haujlwm txoj kab ke them nqi zog, yuav tsum thov kom tus thawj saib xyuas haujlwm los ib tug phooj ywg ua haujlwm ua ke pab piav qhia rau yus. Thaum nyuam qhuav mus pib ua haujlwm, thaum txog hnub them nqi zog, yog yus tsis tau txais yus thawj daim tshev nqi zog, tsis txhob maj xav hais tias lub tsev haujlwm ua tsis ncaj rau yus lawm - yog tseem tsis tau txog caij yuav them nqi zog rau yus xwb.

Yog luag muab ib txog haujlwm uas yus tsis nyiam rau yus, yuav tsum tsis txhob ntshai hais ncaj qha qhia rau luag paub tias yus twb muaj lwm txoj hauj lwm lawm - txhob xav ob siab ua ob txog haujlwm tsam txoj twg los tsis tau ua li -- yuav tsum ua tib zoo xav saib txoj twg thiaj yuav yog txoj zoo ces tsuas ua txoj ntawd nkaus xwb.

KEV TUAV TXOJ HAUJLWM KOM NTEV

Tejzaum yus yuav pom tau hais tias txoj kev nrhiav haujlwm yuav nyuab dua txoj kev tuav txoj haujlwm kom ntev. Txawm licas los, luag tseem muaj ntau zaj tswv yim tseem ceeb uas yus yuav tsum paub txog txoj kev tuav hauj lwm kom ntev lawm yav tom ntej. Tus tswv tsev haujlwm kam txais yus mus ua haujlwm, vim nws xav hais tias yus yuav muaj cuab kav ua tau luag txoj hauj lwm. Tsis tas li ntawd, tus tswv tsev haujlwm tseem ntseeg tau hais tias yus yog ib tug neeg muab siab rau lub luag haujlwm heev thiab. Txoj kev muab siab rau lub luag haujlwm no, tsis hais leej twg los yeem nyiam tas huv si.

Tus neeg muab siab rau lub luag haujlwm, tsis tas rau qhov ua haujlwm zoo xwb - tseem niaj hnub tuaj ua haujlwm kom raws sijhawm thiab. Cov tswv

tsev haujlwm yog ib co neeg nquag - tsis nyiam cov neeg tuaj ua haujlwm lig -- siv sijhawm noj sus ntev -- mus tsev ua ntej txog sijhawm -- los cov neeg ua haujlwm qeeb qeeb. Nyob ntawm tej lub tsev haujlwm, cov neeg ua haujlwm yuav tsum tau ntaus caij nkag ua haujlwm thiab ntaus caij tawm los mus tsev huv si. Qhov luag ua li no yog luag xav paub tseeb saib tus neeg twg tsis tuaj ua haujlwm - los tus neeg twg tuaj qeeb. Qhov yus mus ua haujlwm qeeb no, tsis yog luag yuav txiav yus nyiaj tawm xwb - tseem yuav tsim lub koob mus haujlwm qeeb rau yus thiab. Yog tau lub koob tsis zoo, mus nrhiav haujlwm txog qhov twg los yuav tsis muaj tus tswv tsev hauj lwm twg kam txais mus ua haujlwm. *Yog mus ua haujlwm tsis ncav sijhawm ntau zaug, tejzaum luag yuav raws yus tawm haujlwm.*

Ntau lub tsev haujlwm, tejzaum nyias yuav muaj nyias hnub so haujlwm. Tejzaum lwm lub tsev haujlwm twb so haujlwm lawm, yus tseem tau mus ua hauj lwm; hos tejzaum yus twb so lawm, luag tseem mus ua haujlwm. Yog tsis paub tseeb xyov yuav so los tsis so haujlwm, yuav tsum nug kiag tus thawj saib xyuas yus ua haujlwm. Yog tsis xis nyob los yuav mus ua haujlwm tsis taus, yuav tsum hu xov tooj mus qhia rau tus thawj saib xyuas haujlwm paub. Cov tswv tsev haujlwm feem coob yuav totaub zoo txog qhov yus mus ua tsis taus haujlwm yog yus tsis xis nyob. Yog muaj ib siab ob qis, cov tswv tsev hauj lwm feem ntau yuav muab sijhawm rau yus los so nta kev dab qhuas rau yus tus neeg uas tau tas ib sim neej lawm. *Yog tus neeg uas tau tas ib sim neej ntawd tsis txheb yus heev, tejzaum tus tswv tsev haujlwm yuav tsis kam yus so haujlwm.* Yog luag kam yus so haujlwm, yuav tsum nco ntsoov qhia rau luag paub saib hnub twg yus yuav rov mus ua haujlwm, luag thiaj yuav paub nrhiav neeg los hloov yus.

Tas rau txoj kev mob nkeeg thiab txoj kev ploj tuag, cov tswv tsev hauj lwm feem ntau, nyias yuav xav kom nyias cov neeg ua haujlwm mus ua haujlwm kom raws nraim sijhawm. Nco ntsoov hais tias txoj haujlwm uas yus niaj hnub mus ua ntawd yuav ua txoj xub ke taw rau yus taug lawm yav tom ntej. Tejzaum yus yuav xav hais tias txog caij noj tsiab peb caug lawm - yus xav so li hnub puav tej. Ua ntej yuav so, yuav tsum nco ntsoov nrog yus tus thawj saib xyuas haujlwm sib sab laj tso. Ntau tus tswv tsev haujlwm, tiamsis yuav tsis

yog tas nrho txhua leej txhua tus, yuav txaus siab cia yus los so li hnub puav noj tsiab peb caug. Yog tsis tau nrog tus thawj saib xyuas haujlwm sab laj ua ntej - nyob nyob yus cia li hu rau luag hais tias txog caij noj tsiab peb caug lawm, yus yuav tsis mus ua haujlwm, luag yuav xam hais tias yus yog ib tug neeg tsis muab siab rau lub luag haujlwm. Tsis tas li ntawd, tejzaum luag cia li muab yus tso tawm haujlwm li.

Nqe lus kawg uas piav txog txoj kev tuav txoj haujlwm kom ntev yog txhob lam tawm mus tsev vimtias txog caij tawm mus tsev lawm. Nyob ntawm tej hom haujlwm, luag yuav tsis pub yus tawm mus tsev yog tseem ua txoj haujlwm tsis tau tiav. Yog luag muaj neeg yuav tuaj hloov yus, yuav tsum txhob maj tawm yog tus thawj saib xyuas haujlwm tsis tau hais kom yus mus tsev - tos kom tus neeg uas yuav tuaj hloov yus ntawd tuaj txog tso. *Piv xam, yus ua tus neeg saib tsev muag khoom txij li 10 teev sawv ntxov mus txog 6 teev txaus ntuj. Thaum txog caij mus tsev; tus tuaj hloov yus tseem tuaj tsis tau txog, yog yus cia li kav liam lub tsev muag khoom - yus khiav mus tsev lawm, yus yuav tau lus phem heev.* Tus tuaj hloov yus ntawd lub luag haujlwm yog yuav tsum tuaj kom ncav sijhawm; hos yus lub luag haujlwm yog zov lub tsev haujlwm tos kom nws tuaj txog tso mam mus tsev. Ntau tus tswv tsev haujlwm yuav tsis txaus siab rau tag nrho tus tuaj qeeb thiab tus tso lub tsev haujlwm tseg es khiav mus tsev huv si. Tejzaum tag nrho ob leeg yuav raug raws tawm haujlwm huv si. *Piv xam, yus ua tus neeg ntxuav tais diav hauv lub tsev noj mov.Thaum txog caij mus tsev, tejzaum tus thawj saib xyuas haujlwm yuav txib kom yus ua haujlwm ntxiv. Qhov haujlwm luag kom yus ua ntxiv ntawd, tejzaum luag yuav them nyiaj ntxiv rau yus. Yog yus tsis kam ua haujlwm ntxiv los yog yus ua haujlwm tsis tiav - cia li los tsev lawm, luag yuav xam pom hais tias yus yog ib tug neeg tsis muab siab rau yus txoj haujlwm.*

Yog yus ua tau zoo tag nrho raws li luag txoj kab ke ua haujlwm, yus yuav tsis muaj teeb meem dabtsi - thiab yuav tuav tau yus txoj haujlwm kom ntev lawm yav tom ntej. Qhov tseem ceeb tshaj plaws ntawm txoj kev ua haujlwm thiab txoj kev tuav haujlwm mas yog yuav tsum tsis txhob ntshai los txaj muag nug tus tswv tsev haujlwm yog yus tsis totaub dabtsi - tsis txhob lam dag luag.

Qhov yus nug tus thawj saib xyuas haujlwm ntawd, tsis yog yuav pab tau kom yus totaub qhov yus tsis paub nkaus xwb - tseem yuav ua kom nws sov siab hais tias yus yuav ua tau yus txoj haujlwm zoo thiab.

Ib tug neeg twg los yeem muaj qhov ua tau zoo thiab tau phem mus ua ke, tiamsis yuav tsum zam txhob pub kom tau lub koob phem ntau zaug. Coob leej ntau tus Asmeslivkas, yog ua dabtsi tsis zoo, yuav ua siab ntev mloog tus thawj saib xyuas haujlwm cem los ntuas. Yus cov neeg thoj nam los yuav tsum xyaum rub yus lub siab kom zoo li luag thiab thiaj yuav ua taus neej nyob teb chaws no. Thaum luag cem, tsis txhob txaj muag thiab txhob tu siab; luag tsuas xav kom yus ua tau yus txoj haujlwm zoo nkaus xwb. Muaj tej tsad, cov thawj saib xyuas haujlwm yuav cem tej tus neeg ua haujlwm tau dhau kev dhau cai lawm. Yog luag cem yus li ntawd, yuav tsum ua tib zoo thov nrog luag mus sib tham rau ib qho chaw twg uas yuav tsis muaj neeg hnov. Yus yuav tsum ua tib zoo piav qhia rau tus thawj saib xyuas haujlwm kom nws paub saib cov lus uas nws tau cem yus ntawd tau ua rau yus mob npaum licas - thiab ua kom yus nras txog yus txoj kev txhaum ntau npaum licas. Hnov tej lus no, nws yeem yuav thim xav thiab rov hais zoo ua zoo rau yus. Yog hais zoo rau nws - ua zoo rau nws thiab thov kom nws zam lub txim los nws tsis kam li, tejzaum yus yuav tsum muab qhov yuav nyob ntxiv thiab qhov yuav tawm haujlwm los luj xyuas saib qhov twg yuav nyhav dua.

Muaj tej tsad, cov phooj ywg ua haujlwm ua ke yuav thab yus. Asmeslivkas, yog lawv yog phooj ywg, nyiam sib thab nyuj nyeg ua si. Thaum chiv thawj, tej zaum yus yuav paub tsis tau xyov yog luag nyiam yus luag thiaj thab, los yog luag ntxub yus luag thiaj thab. Qhov zoo tshaj plaws mas txhob nrog luag sib thab nkaus xwb. Yog tus neeg twg los thab yus, yuav tsum mus piav qhia rau tus thawj saib xyuas haujlwm saib nws yuav kom yus ua licas. Txoj kev ntaus phooj ywg nrog cov phooj ywg ua haujlwm ua ke kuj tseem ceeb kawg thiab. Tus thawj saib xyuas haujlwm yuav xam yus txoj kev ntaus phooj ntaus ywg rau hauv yus lub koob ua haujlwm huv si.

Nyob hauv tej lub tsev haujlwm, luag tsis pub cov neeg ua haujlwm sib qiv khoom siv. *Piv xam, yog yus xav tau ib yam khoom twg los siv ua haujlwm, yus yuav tsum nug tus thawj saib xyuas haujlwm.* Nyob hauv tej lub tsev haujlwm,

luag ho pub sib qiv khoom siv. *Piv xam, yog yus xav muab ib yam khoom dab-tsi los siv ua haujlwm, yus tsuas nug ib tug phooj ywg ua haujlwm ua ke xwb.*

Tom tsev haujlwm, Asmeslivkas tsis sib hu noj mov. Thaum txog caij so noj mov, nco ntsoov tsis txhob lam hu Asmeslivkas los nrog yus noj mov; los yog pom luag noj mov, tsis txhob lam mus nrog luag noj. Txawm licas los,cov neeg ua haujlwm yuav coj tau tus yeeb yam ntawm ib qho chaw txawv ib qho. Nyob hauv tej thaj chaw, thaum cov neeg ua haujlwm rov mus tsev, tejzaum luag yuav mus nres haus dej haus cawv hauv tej tsev muag cawv ntsim; hos nyob hauv tej thaj chaw, thaum rov mus tsev, cov neeg ua haujlwm ho sib yaum mus ua si. Nyob hauv ntau thaj chaw, cov neeg ua haujlwm yuav nyiam nqa su mus zaum noj sib tham ua ke, tiamsis nyias tsuas noj nyias cov xwb. Yog luag tsis caw kom yus nqa su mus zaum nrog luag noj, tsis txhob lam mus. Yus yuav tsum xyaum Asmeslivkas txoj kab ke ntaus phooj ntaus ywg thiab luag txoj kab ke ua hauj lwm kom zoo mas thiaj yuav tuav tau yus txoj haujlwm kom ntev mus lawm yav tom ntej.

KEV HLOOV MUS RAU TXOJ HAUJLWM TSHIAB

Lub sijhawm mus nrhiav txoj haujlwm tshiab - txoj haujlwm zoo tseem niaj hnub tos yus. Tejzaum yus nkees ua txoj haujlwm qub lawm - xav tau nyiaj nqi zog ntau dua qub los xav hloov mus ua txoj haujlwm tshiab. Tsis tas li ntawd, txawm hais tias yus poob haujlwm los lub sijhawm mus nrhiav txoj haujlwm tshiab tseem tos yus.

Yog tus tswv tsev haujlwm tsis muaj cuab kav yuav txais yus mus ua hauj lwm ntxiv lawm yav tom ntej vimtias nws txoj haujlwm khiav tsis zoo, nws yuav tso yus tawm haujlwm. Qhov luag tso yus tawm haujlwm no tsis tau lub koob phem li luag raws yus tawm haujlwm, vimtias tsis yog tim yus - yog tim luag lub luag haujlwm khiav tsis zoo xwb. Yog yus poob haujlwm, yus yuav muab cuab kav mus thov tau nyiaj poob haujlwm los noj. Yog thov tau nyiaj poob haujlwm noj, luag yuav xa me ntsis nyiaj tuaj yug yus thaum yus tseem nrhiav haujlwm. Nyob hauv ntau lub xeev teb, cov neeg poob haujlwm yuav tau noj nyiaj poob haujlwm li 6 hli. Txawm licas los, nco ntsoov hais tias tsis yog poob haujlwm xwb txawm yuav mus thov tau nyiaj poob haujlwm noj. Ib txhia haujlwm tsis them nyiaj poob haujlwm, los yog yuav tsum ua haujlwm kom puv li

luag txoj cai thiaj yuav thov tau nyiaj poob haujlwm noj. Txoj cai noj nyiaj poob haujlwm no yuav txawv ntawm ib lub xeev teb mus rau ib lub. Cov nyiaj poob haujlwm uas luag muab tuaj yug yus ntawd yuav tsawg dua yus cov nyiaj nqi zog. Nco ntsoov hais tias qhov yus poob haujlwm ntawd tsis yog tim yus. Vim li ntawd, ua ntej yuav poob haujlwm, yuav tsum thov kom tus tswv tsev haujlwm ua ib daim ntawv piav qhia saib vim licas yus thiaj poob haujlwm rau yus. Daim ntawv ntawd yuav pab tau yus ntau heev thaum yus mus teev npe ua lwm txoj haujlwm.

Nyob Asmeslivkas teb, txoj kev raug raws tawm haujlwm yog ib txog kev txhawj xeeb loj heev. Ua ntej tshaj plaws, nyob hauv ntau lub xeev teb, tus neeg uas raug raws tawm haujlwm yuav tsis muaj cuab kav mus thov nyiaj poob haujlwm noj. Tsis tas li ntawd, nws tseem tau lub koob ua haujlwm phem thiab. Lub koob phem no yuav ua kom tus neeg uas raug raws tawm haujlwm tsis muaj kev yooj yim mus nrhiav dua lwm txoj haujlwm - tus tswv tsev haujlwm twg los yuav tsis sov siab txais tus neeg ntawd mus ua haujlwm. Thaum mus teev npe ua txoj haujlwm tshiab, *tus tswv tsev haujlwm tshiab yuav nug saib vim licas nws thiaj poob haujlwm - thiab yuav hu xov tooj mus nug nws tus tswv tsev haujlwm qub saib nws puas yog ib tug neeg ua haujlwm zoo.* Yog tus tswv tsev haujlwm tsis txaus siab rau yus lub luag haujlwm, yus yuav tsum nrog nws sib tham saib puas yuav ntxim yus nyob tau ua haujlwm ntxiv lawm - txhob cia nws raws yus tawm haujlwm thiaj tsis tau lub koob phem pes tsawg. Cov tswv tsev haujlwm feem ntau yuav muab sijhawm rau tus neeg uas ua haujlwm tsis zoo tawm ua ntej yuav raug luag raws tawm haujlwm. Txoj kev tawm haujlwm yuav tsis zoo pes tsawg yog:

* *Yus twb yeem tawm haujlwm ntau zaug lawm, xws li ua haujlwm tau ob-peb hlis xwb cia li tawm.*
* *Yus cia li tawm haujlwm - tsis tau qhia rau tus tswv tsev haujlwm paub ua ntej kom raws li luag txoj kev cai tawm haujlwm.* Yuav kom tsis tau lub koob tawm haujlwm phem, yog yus txiav txim siab tawm haujlwm lawm, yus yuav tsum qhia rau tus thawj saib xyuas haujlwm paub ua ntej kom raws nraim li luag txoj kev cai tawm haujlwm. Yuav tsum nug xyuas saib luag xav kom yus qhia rau luag paub pes tsawg hnub ua ntej yus yuav tawm haujlwm. Nyob hauv ntau lub tsev haujlwm, luag yuav kom

yus qhia rau luag paub li ob lub lim piam ua ntej yus yuav tawm haujlwm. Nco ntsoov hais tias yog nyob nyob yus cia li mus hais rau tus thawj saib xyuas haujlwm tias tag kis yuav tawm haujlwm, tejzaum nws cia li muab yus raws tawm haujlwm kiag tamsim ntawd.

Tsis tas rau tej lus uas tau hais los no, tseem tshuav ntau hom teeb meem uas yuav ua kom yus tau tawm haujlwm thiab. *Piv xam, tejzaum yus yuav raug mob tom tsev haujlwm es mus ua tsis taus haujlwm li lawm.* Ntau hom haujlwm yuav muaj nyiaj tseg cia kho cov neeg uas raug mob thaum tseem ua haujlwm. Txawm licas los, yog raug mob thaum tseem ua haujlwm, tejzaum yuav tau siv sijhawm ntev tsawv thiaj yuav tau cov nyiaj raug mob los kho mob. Tejzaum lub tsev haujlwm yuav muaj me ntsis nyiaj *xiam oob khab* rau tus neeg uas mus ua tsis taus haujlwm ntawd noj. Tsis tas rau tej hais los no xwb, tseem tshuav ntau zaj lus uas yus yuav tsum tau xyuas txog thaum mus ua tsis taus haujlwm lawm thiab. Qhov yooj yim tshaj plaws mas yog yuav tsum nug kom tus thawj saib xyuas haujlwm pab piav qhia rau yus ntxiv. Tsis tas li ntawd, yog yus ho laus dhau hnub nyoog ua haujlwm lawm, yus yuav muaj cuab kav mus thov tau nyiaj laus los yug yus lawm yav tom ntej. Qhov yus yuav mus thov tau nyiaj laus ntau los tsawg ntawd nyob ntawm saib yus tau ua hom haujlwm uas luag sau se laus hov ntev los lawm. *Tsuas muaj ib txhia haujlwm thiaj sau se laus nkaus xwb.*

Yog yus tsuas niaj hnub xav txog qhov yuav mus nrhiav dua ib txog haujlwm zoo - txoj haujlwm uas yuav tau nce mus rau qhov zoo -- los txoj haujlwm uas them nyiaj zoo xwb, *yus yuav tsum ua licas ?*. Qhov zoo tshaj plaws mas yog txhob maj tawm yus txoj qub haujlwm - tos kom nrhiav tau txoj haujlwm tshiab tso mam tawm. Yus yuav tsum tsis txhob so yus txoj haujlwm mus nrhiav dua txoj haujlwm tshiab - yuav tsum nrog tus thawj saib xyuas haujlwm sib sab laj thiab thov kom nws cais sijhawm rau yus tawm mus nrhiav dua lwm txoj haujlwm. Tsis tas li ntawd, yus yuav tsum qhia ncaj qha rau tus thawj saib xyuas hauj lwm saib vim licas yus thiaj xav mus nrhiav dua txoj haujlwm tshiab. Thaum txog caij mus xam phaj txoj haujlwm tshiab los yuav tsum thov tus thawj saib xyuas haujlwm tso mam mus - txhob xav hais tias yus twb yuav tawm txoj hauj lwm qub ces yus yuav ua raws yus siab nyiam.

Txawm licas los, yuav tsum qhia siab dawb paug rau yus tus tswv tsev haujlwm paub, vimtias yus tseem yuav thov kom nws ua ib daim ntawv tawm haujlwm rau yus. Qhov tseem ceeb tshaj plaws mas yog yus cov neeg thoj nam coob leej ntau tus tseem yuav tau mus ua haujlwm hauv lub tsev haujlwm ntawd thiab. Yog yus ua tsis zoo ces luag yuav hais tias tas nrho cov yus cov neeg tsis zoo huv si. Cov tswv tsev haujlwm los yeem tau ua haujlwm los dua lawm - feem ntau yeem paub zoo hais tias tus neeg twg los yeem yuav nrhiav tshuav mus ua txoj haujlwm zoo thiab nyiaj ntau nkaus xwb. Yog yus qhia siab dawb paug rau tus tswv tsev haujlwm paub, txawm nws tsis txaus siab rau yus so mus nrhiav dua lwm txoj haujlwm tshiab los nws tsis paub cheem yus licas - nws yuav tsum tso yus mus xwb. Tsis tas tau qhov nws npo siab tso yus mus nrhiav txoj haujlwm tshiab ntawd, nws tseem xam tias yus yog ib tug neeg siab ncaj thiab.

Hais txog qhov yuav mus nrhiav dua txoj haujlwm tshiab, nco ntsoov hais tias cov nyiaj nqi zog yuav tsis tshua yog qhov tseem ceeb pes tsawg. Ntau tus Asmeslivkas tau txiav txim siab mus ua cov haujlwm uas them nqi zog tsawg dua qub, vimtias luag pom tau hais tias txoj haujlwm nyiaj tsawg ntawd yuav coj luag mus rau txoj haujlwm zoo thiab nyiaj ntau lawm yav tom ntej. *Piv xam, yus ua ib tug neeg muag khoom; yus tau txais nyiaj nqi zog ib teev 3 dauslas 80 xee, tiamsis luag pub yus mus kawm ua tus thawj saib xyuas hauj lwm. Yus yuav tau siv sijhawm ntev thiaj yuav tau ua tus thawj saib xyuas tsev muag khoom, tiamsis thaum tau txoj haujlwm ntawd lawm, yus yuav tau nyiaj nqi zog ntau. Yog yus ho ua txoj haujlwm uas them nqi zog ntau zog, ib teev 4 dauslas 75 xee, tiamsis luag ho tsis pub yus mus kawm dabtsi. Thaum chiv thawj, tejzaum yus yuav tau nyiaj ntau zog, tiamsis ntev mus yus yuav tsis tau nyiaj ntau npaum li qhov them nqi zog tsawg dua, tiamsis pub yus mus kawm txuj ci.* Vim li ntawd, ua ntej yuav txiav txim siab ua txoj haujlwm twg, yuav tsum ua tib zoo xav saib txoj haujlwm ntawd puas yuav pab tau yus lawm yav tom ntej - txhob muab tus nqi zog los ua qhov chaw txiav txim siab.

KEV KAWM TXUJ CI TSHIAB NTXIV

Asmeslivkas feem coob ntseeg tau hais tias qhov muaj lub koob ua haujlwm zoo thiab qhov kawm tau txuj ci tshiab no yog tus yawm sij uas yuav qhib tau

lub rooj vag ntawm txoj haujlwm zoo thiab nyiaj nqi zog ntau. Yuav kom tau raws li hais no, yus yuav tsum nrhiav sijhawm mus kawm ntawv thiab txuj ci tom tsev kawm ntawv ntxiv. Nco ntsoov hais tias ntawv thiab txuj ci nyob hauv qab ntuj khwb no, tsis muaj ib tug tib neeg twg yuav kawm tiav li.

Ua ntej yuav mus xaiv txog txuj ci, tejzaum yus yuav tsum xub mus kawm Askiv kom paub zoo tso; vimtias ntau lub tsev kawm txuj ci haujlwm yuav txais cov twb yeem paub lus Askiv zoo tsawv lawm xwb. Thaum ua haujlwm,yuav tsum txhob txaj muag nrog cov phooj ywg Asmeslivkas tham, yus thiaj yuav txawj lus Askiv sai. Nyob hauv ntau thaj chaw hauv Asmeslivkas, luag yuav muaj chaw qhia ntawv Askiv rau cov laus. Yog tsis paub yuav mus nrhiav kawm ntawv Askiv qhov twg, yuav tsum nug kwv tij phooj ywg, tus neeg sab laj kev tsim neej tshiab los yus tus niam qhuav txiv qhuav. Yog mus nrog cov phooj ywg thoj nam uas paub lus Askiv ua haujlwm, yuav tsum nrog cov neeg ntawd hais lus Askiv tiag tiag, yus thiaj yuav tsis ntsib teeb meem dabtsi. Qhov no, tsis yog hais tias yog yus tsis paub lus Askiv, luag yuav tsis cia yus ua haujlwm mus ntxiv - tsuas yog hais tias yog yus paub lus Askiv zoo npaum licas, lub sijhawm yuav nce mus rau txoj haujlwm zoo muaj ntau npaum li ntawd.

Tsis tas rau qhov kawm ntawv Askiv ntxiv, yus yuav tsum mus kawm txuj ci tshiab ntxiv thiab. Tsis hais hom txuj ci twg, yuav tsum txawj ntawv Askiv zoo thiaj yuav muaj cuab kav mus kawm tau. Nyob hauv ntau lub tsev kawm ntawv theem siab, luag muaj qhia ntau hom txuj ci haujlwm, tiamsis yuav tau them me ntsis nqi kawm. Tsis tas rau cov tsev kawm ntawv theem siab, luag tseem muaj ntau hom tsev ntiav kawm txuj ci haujlwm nyob hauv ntau ntau thaj chaw hauv Asmeslivkas no thiab. Nyob yus teb yus chaw, yuav tau ua liaj ua teb los ua haujlwm los yug yus tsev neeg. Tuaj txog teb chaws no los yus yuav tau ua ib yam li ntawd, luag thiaj ntsia yus rau qhov chaw tsim txiaj, li thaud tej laus tau piv txwj lus hais tias, " *Nce ntoo txhob nce roos hmab; ua neej txhob tos nom tswv pab.* "

ROV XYUAS TXOG COV NTSIAB LUS TSEEM CEEB

1- HAIS TXOG TXOJ KEV NRHIAV HAUJLWM

- Muab yus cov haujlwm tau ua dhau los thiab cov txuj ci tau kawm dhau los sau cia.
- Muab yus cov ntaub ntawv tseem ceeb luam cia.
- Npaj yus tus kheej mus xam phaj haujlwm.
- Xyuas saib puas muaj qhov chaw twg txais neeg ua haujlwm ntawm
  -- Tsab ntawv xov xwm;
  -- Cov koom haum txais neeg thoj nam;
  -- Cov kwv tij phooj ywg cov tsev haujlwm;
  -- Cov tsev haujlwm.
- Teem caij mus xam phaj haujlwm.
- Npaj lus thom nug mus nug txog txoj haujlwm.
- Hnav ris tsho kom huv du dais mus xam phaj haujlwm.
- Mus kom txog tom qhov chaw xam phaj ntxov zog lub sijhawm tau teem cia.
- Npaj lus mus teb cov lus thom nug.

2- HAIS TXOG THAUM UA HAUJLWM

- Yuav tsum niaj hnub mus ua haujlwm kom raws nraim sijhawm.
- Yog yuav tsis mus, los yuav mus txog qeeb, yuav tsum hu xov tooj mus qhia rau tus thawj saib xyuas haujlwm paub ua ntej.
- Yog haujlwm tseem tsis tau tiav, txhob maj los tsev.
- Yog muaj tej yam dabtsi tsis totaub zoo, yuav tsum nug.
- Yog raug tus thawj saib xyuas haujlwm cem, txhob txaj muag los txhob ntshai dabtsi.
- Lub koob ua haujlwm zoo yog tus yawm sij qhib lub rooj vag ntawm txoj haujlwm zoo thiab nyiaj ntau.
- Nqi zog ntau yuav tsis kav yus lub neej li txuj ci zoo.

The following English draft served as the basis for this guide in Hmong, Chinese, Khmer, Lao, and Vietnamese. For each language, certain alterations were made to address the needs of the population in question. For that reason, the English version, while a reliable representation of the contents and certainly of the intent of the employment guide, is not a direct translation of any foreign-language version of the guide.

A G U I D E T O E M P L O Y M E N T

Now that you are in the United States, you probably have become aware that Americans place great importance on work. Everyone who is physically able to work is expected to do so. Even wealthy people in America work and not working when you are physically able to do so and jobs are available can result in great criticism.

Undoubtedly you have been told that it is very important for you to get a job. Perhaps you have been thinking that any job is better than no job at all. This might be true if you did not have any choices at all as to possible jobs. But most people looking for a job in the United States usually have some choices. The secret to getting a job consists of:

- o being aware of your skills and experience;
- o being aware of the kinds of jobs that may be available;
- o applying for the kind of job that your skills and experience give you advantages for;
- o knowing where to look for the best job you can get.

Before we continue discussing some important issues in getting a job, perhaps we ought to consider some of the things that many Americans believe about work:

- o Everyone who is able to should work. Those who do not work, when work is available, and depend on the government are considered a burden on society. Public assistance ('welfare') should be relied on only during an emergency --- for example, when no work is available.
- o Starting at an entry-level job and working one's way up from the 'bottom' to success is greatly admired.
- o The 'self-made man', that is, an individual who starts with little or nothing and by struggling and working very hard manages to succeed in his work, business or profession is an American folk-hero. Abraham Lincoln, one of America's most admired presidents, is an excellent example of a 'self-made man'.
- o In addition to training and skills, a good work record is considered essential if one hopes to get a good job. For people who are just entering the American job-market, a entry-level job serves the purpose of building a good work record. Consequently, it is expected that the person who is getting his first job will most typically get one that requires little or no experience.
- o Most Americans do not expect their first job to be the only job they will ever have. They expect to work their way to a better job. This may entail working for a promotion or looking for a better job with a different company. Experience, training and a good work record are considered necessary for getting a higher-paying job, or one with more responsibility and prestige.

Most Americans believe that the United States is the land of opportunity. Indeed, there are ample opportunities for many people in this country. However, we have to also be realistic about our expectations in this country. Many newcomers to America often tend to expect too much too soon. The country is currently undergoing serious economic problems. In many parts of the country there is high unemployment. Many cities lack adequate housing at a moderate price. This means that some refugees will have difficulty finding any job or reasonably priced housing. Under such circumstances you may have to accept a job that may not be entirely desirable, or you may have to live in housing that is not entirely satisfactory. During such times, you will have

to be especially patient and not lose hope. The history of this country is such that one can expect bad economic times to be followed by better times. During economic bad times, any job is better than being unemployed. Even an undesirable job allows you to gain experience and build a good job record. When better times finally arrive, you will be in a position to seek a better job. Most Americans believe that their lives will be better, that they will have higher paying jobs, that there will be improvement in their housing. Even during very bad economic times, most Americans keep their optimisim. Most Americans will expect you to keep your hope for a better life even during bad economic times. For most of the refugees, this hope will most likely be realized.

Getting a good job depends on having the best information possible to base a job decision on. Because most Americans believe that the individual is responsible for making the most important decisions in his life, no one will feel or take the responsibility for making your job decisions. (Probably the freedom to make one's own decisions about important things is the most-prized freedom Americans have.) Thus, you will want to know as much as possible before you decide on a job.

In looking for a job, you should think about your experiences back home, the types of skills you may have developed over the years, and, just as important, the kinds of things you might enjoy doing for a living. There may be different kinds of jobs available. Thus, you will have to make important decisions in regard to selecting among the available jobs, and you should take into consideration the possible match between the available job and your experience.

As was noted before, Americans place great importance on work-experience. Just because you may not speak English well right now does not mean you should not look for a job. The experience you gain by working in an honest, productive job is experience that you will need to get promoted on this job or to find a better job elsewhere. Most Americans feel that a first job is mostly for the purpose of gaining experience. Such jobs are called 'entry-level' jobs. Employers who offer such entry-level jobs assume that the employee will have little or no experience. There is no shame attached to being employed in entry-level jobs. There is an American proverb that says, "You have to start somewhere." You may find the first job does not pay particularly well or it might involve work that one does not want to do all the time. The purpose for getting such jobs is an important one: <u>you need work experience in this country</u>. Even if you have technical skills that could be useful on a job here, and even if you speak English rather well, you still have to have work experience in the United States in order to get the better paying jobs. All employers want to hire workers who are capable, dependable, honest, and hard-working. The best way of proving such things is by having recommendations from former bosses. A good recommendation can often lead to a better job. Remember that even American college graduates often get entry-level jobs

in order to gain experience and start building a work-record.

As you probably have already discovered, there may be different types of jobs available. But not all of these jobs may be suitable for you. You will have to make important decisions in regard to applying for a job that may be suitable for you and that uses your experience and skills. For example, if you have worked in a shop as a clerk, you might want to look for a job as a sales clerk; if your experience has been in preparing meals in a restaurant, you may not find such experience advantageous in applying for a job as salesclerk. You need to think about your skills and experience to find the kind of job right for you. However, it might not be wise to wait for a job to become available that makes use of the exact kind of experience or skill you have had. You may have to be realistic and look for an entry-level job. Your immediate needs and the need to start building a work-record should be carefully considered. It might be quite awhile before the type of job that more closely fits your experience become available.

One of the first things that you will have to prepare yourself for is the job interview. The job interview is the occasion where an employer finds out about you and whether you are suitable for a job he might have available. It is also the occasion where you find out about what is involved in the job. In order to prepare yourself for the interview, you might want to do some of the following things:

- Practice with a friend summarizing your past experience;
- Ask a friend what kinds of experience he has found useful to tell an employer about;
- Write down a brief summary of your skills and experience;
- Prepare a list of questions about the job that you might want to ask;
- Ask a friend about the kinds of forms you might be asked to fill out (perhaps your friend might have copies of such forms that he can share with you);
- You might want to ask your sponsor or some other friend to practice the interview with you
- During the practice interview, you might want to practice making <u>eye-contact</u> (Americans believe that you ought to look directly into the eyes of the person you are speaking to---avoiding eye-contact might be interpreted as a sign of evasiveness or even, by some people, as a sign of dishonesty);
- You might also want to practice smiling during the interview; many Americans interpret a smile as a sign both of friendliness and of self-confidence;
- Finally, you should practice answering questions that an employer is apt to make: why you are applying for a job to that company; whether you feel that you can do the work required, etc.

In general, you should try to remember all of the things you have done that you think will be of interest to a potential employer. One of the biggest problems most people have is in not recognizing all of the experiences that they may have had and that would be useful to tell a future employer about. Remember, experience does not mean just the kinds of things you may have been paid to do. Perhaps you assisted a relative in his or her shop when you were younger; perhaps you know how to cook well,

but you have never worked as a cook; or you may know how to drive a truck or a bus, but you have never worked as a driver. These are some of the experiences that may turn out to be quite useful in getting a job today. Not everything you have done in the past will prove particularly useful to all employers. You will have to decide which experiences you will tell an employer about. Whatever your experience might have been, it is best to be honest; say you have had no experience, if that is true.

Finding out what jobs are available will probably be the most difficult task you will have in finding a job. All Americans face the same problem in looking for a job. Jobs can often be found by:

- reading the want-ads in newspapers;
- contacting state employment offices;
- contacting Voluntary Agencies and Mutual Assistance Associations;
- looking for 'help wanted' signs in front of stores, factories, etc.;
- asking your sponsor;
- asking friends and neighbors.

Job Choices

Following are some questions you might want to ask about job choices:

Are all entry-level jobs the same?

No. These vary according to the nature of the business involved. An entry-level job just means that no experience is required for that job.

Do I have to know English to get a job?

No. There are many types of jobs where you will not need to know much English. Of course, the more English you know, the more opportunities there will be.

How do I know if a job is suitable for me?

In general, if your skills and experience are what are needed for the job, then the job is suitable. You should also feel that you can do the required work comfortably.

What about the pay? How important is this?

Every worker wants to be paid as much as he deserves. But gaining work-experience is a very important part of your first job. Also, how well you think you will do on the job is important. Getting a slightly better paying job that you may not do well on will not be worth the extra money in the long run. There are other questions that you should ask, such

- cost of transportation
- availability of transportation
- distance from your home
- hours during which you are expected to work

What do jobs pay?

There is a national minimum wage for <u>most</u> jobs (this is about $3.65 an hour). Some jobs may pay less than the minimum if tips are involved (this is the case, for example, for waiters and waitresses, etc.). Often if

the job is one for which employees cannot be found readily, the pay may be higher. Also, if the job is late at night, the pay is often higher. Keep in mind that a job requiring little experience that pays very well might be a job that has special conditions attached to it (perhaps the job is especially unpleasant, or there might be some dangerous aspect involved). You should ask about the job and get all the information you can before deciding solely on the issue of money.

Should I look for a better job than an entry-level job?

If you have the skills and experience and if you speak sufficient English to get a job that requires certain skills, you should try to find such a job. But if you can't find one, you should not avoid looking for an entry-level job. The work experience gained will be worthwhile. Keep in mind that many highly-skilled Americans have often found themselves unable to find jobs that they were trained for. In such cases, these Americans gladly accept entry-level jobs.

Are some jobs better for me than others?

This is a difficult question to answer. But depending on what types of jobs might be available, the answer is probably "yes." It is sometimes difficult to see opportunities when they arise. In general, jobs that allow you to gain a skill are preferred to those that do not allow you to learn useful skills. Money may not be the most important criterion in choosing a job.

How long should I wait before looking for a job?

You should try and find a job as quickly as possible after arriving. Not only will this help you start building your work record, but it will be valuable in helping you meet more people, learn English, and, in general, help you improve your self-confidence.

How important are fringe benefits (medical insurance, vacation pay, etc.) in the consideration of a job?

Most entry-level jobs have few fringe benefits. You might wish to ask about medical insurance, but, in general, you should show more interest in what is needed for the job than in fringe benefits and pay. Many employers will be reluctant to hire you if you seem more interested in the pay and benefits than in the kind of work that you would be

There are some additional things you might wish to consider when deciding on a job:

- Will I learn any new skill on the job?
- How much will it cost me to travel to the job?
- Will I have to pay for any special clothing?
- Will I have to dress in a certain style?
- Is there any special equipment that I will have to purchase?
- How difficult will it be for me to get to the job? (This is important if the job is at night and buses are not running regularly.)
- Will I be comfortable working in such a job?
- Will I be expected to work over-time or on weekends or holidays?
- Is working on weekends a regular part of the job?
- Is there provision for sick-pay?

In answering some of the questions above, you might want to ask a friend if he or she already knows the answer. For some jobs, working on weekends is considered part of the job and you may not be paid more. For other jobs, working over-time or on weekends might entitle you to additional pay. Whenever you expect to be paid additional money on the job, it is wise to consult with your supervisor to determine what the policy is. Also keep in mind that during difficult economic times, many people are happy to work at any job---even one that requires over-time or work on weekends without any expectation that they will be paid at a higher rate than their regular rate.

Getting a Job

Once you have appraised your experience and skills, and you have identified the types of jobs that you feel are suitable for you, you will have to try to locate possible jobs. Looking for actual jobs will probably be the most complicated part of getting a job. In addition to the persons and places that you should contact for possible job openings discussed above, you should also keep in mind that there are private, profit-making employment agencies that often advertise job openings (sometimes such jobs appear listed in want-ads and you will have no way of knowing whether the ad has been placed by the employer or by the private employment agency). Such private agencies charge a fee (this night be equivalent to as much as one month's wages, although the fee is often for far less). Usually the fee is paid by the employee, although sometimes the fee is paid by the employer. When answering a job ad, you should determine whether the ad has been placed by a private agency. If the ad has been, in fact, placed by a private employment agency, that agency is required by law to inform you that that is the case. Private agencies offer the advantage that the job-seeker will be sent only to places that have actual jobs available. Also, the private agencies will only refer you to a job for which you meet the job requirements. This can save you a lot of time, but such conveniences are costly. If you do decide to use the services of a private employment agency, be sure to determine (1) who pays the fee, and (2) what the fee will be exactly.

Preparing for the Interview

Once you have located possible job openings, you should take the following steps:

- Make copies of appropriate documents that you may have to leave with the employer: letters of recommendation (if any), certificates of various sorts. You should not leave original documents with the employer since these might get lost. Place copies of all documents in a large envelop.

- You will have to either go directly to the employer or else make an appointment over the telephone or in person with him/her for an interview.

- You might want to arrange for a friend to go along with you to act as an interpreter---if you feel the need to do so. It will be an advantage to you if you can go to the interview alone. But if you do not speak any English at all, you may want an interpreter to assist you. You might also have to get a friend to make the initial appointment, if you do not speak sufficient English to do so. Your job counselor might also be able to assist you in this part of the process.

- You should dress conservatively for the job. If you are a man you might consider wearing a tie. However you decide to dress, be sure that you do not go to the interview dressed too informally (such as wearing a T-shirt or sandals).

- If you are a man, you should be sure that your hair is of an appropriate length; very long hair is often looked on with disfavor by many employers.

- Personal cleanliness is very important; you should take care that your finger-nails are trimmed and clean, and you should avoid using very strong perfume or eau de cologne.

- You should plan on arriving a few minutes prior to the interview; it will be very disadvantageous to you if you should arrive late for the interview. If you think you will be late, call the employer and either explain that you will be late or request an interview for a later time. Arriving late without having called ahead of time will not be helpful to you.

- You might want to get a friend to help you with preparing a short resume. A resume is a document that lists important information about you: your address, your telephone number, your social security number, your date of birth, a summary of your work experience, etc.). Above all, you will want to give the employer something with your name and address so that he might be able to contact you about the job.

- You should also list some of the questions that you might want to ask the employer during the interview. Among these might be:

  (1) When could you expect to start working?
  (2) What hours and days would you be expected to work?
  (3) What would you be expected to do on the job?
  (4) Who would be your supervisor?
  (5) Are there any requirements as to clothing or equipment?
  (6) Are there any special job regulations that you would have to observe (health or safety)?
  (7) Would you be taught any skills on the job?
  (8) What is the pay?
  (9) When and in what form would you be paid?
  (10) Is there health insurance?
  (11) Does anyone speak your language that you might be able to ask questions of on the job?
  (12) How will you find out if you got the job?

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The employer will expect you to be asking such questions. There is no shame in asking such questions since most Americans would ask similar questions during a job interview. Keep in mind that no two companies will offer the same benefits, or have the same working

conditions and requirements. In some companies, you might have to join a union in order to get a job there. The pay schedule will differ between companies. In some places you get paid weekly, in others every two weeks, yet in other places you might get paid on a monthly basis. It is important to keep in mind that it is often the practice in many companies that first-time workers will have to wait for one pay period to pass before receiving their first pay. This means that if the company pays on a semi-monthly basis, that you will not receive your first pay until you have worked for two weeks. You will ultimately be paid for the first two weeks you worked (generally when you leave the job). It is in your interest for you to find out what the pay policy is so that you are not disappointed. Do not be in the position of assuming that your employer is cheating you because you did not receive your pay when you thought you should have. Find out the facts and avoid an embarrassing situation.

If you are offered a job that you decide is not the kind of job you want, do not be hesitant about saying that you don't want the job. If you do accept a job and then decide that you really do not want it after all, inform the employer as quickly as possible. Do not be in the position of accepting two jobs at the same time and then taking your time in deciding which job you might really want. You could very easily wind up with no job at all.

Keeping a Job

You will probably find that getting a job is more difficult than keeping one. However, there are some important things you should consider in keeping a job. You will have been hired because your employer thinks you will be able to do the job. He/She also probably believes that you are going to be dependable. This is one of the most important factors in keeping a job---dependability. Dependability means that your employer can trust you to be at work when you are supposed to.

Dependability also means being on time for work. Employers tend to view people who are always late for work, or late returning from coffee-breaks and meal-breaks, or who leave earlier from work than they are are supposed to, as non-productive or "sloppy" employees. In many places, workers are expected to 'punch the clock' when they come to work and when they leave. This is done so that the employer has a record of when the employer is actually at work. Pay is determined by the time-clock records. Not only does the employer know whether you are coming late or leaving early, but you are likely to be 'docked' pay if you are not on time. If your work-record shows that you are often late, it will make it difficult for you to get another job. A consistent pattern of tardiness may result in your being fired.

Many places of employment close on legal holidays, on weekends (Saturdays and Sundays), and perhaps on other special days. You should inquire when you are expected to come to work. Also keep in mind that not all places of work observe the same days

off. The best person to ask is your supervisor.

If you are ill and cannot come to work, you should contact your supervisor and tell him so. Most places of work will understand your not coming to work if you are ill. Most employers will show compassion if there is a death in your family (this is generally limited to close members of the family, such as a child, a parent, a brother or sister; grandparents as well as uncles and aunts are sometimes regarded as close members of the family; the death of a cousin or of some distant relative may not be regarded as sufficient reason not to come to work). Be sure that you contact your supervisor before you are scheduled to arrive at work. This is especially necessary if your supervisor has to find someone to replace you while you are not at work.

Except for illness and death in the family, most employers expect their employees to be at work and to arrive at work on time. If you are often late to work or if you fail to come to work for reasons that your supervisor does not accept as sufficient, you will likely be regarded as undependable. Keep in mind that what you do on the job will follow you for a long time.

Sometimes you may feel that a religious holiday requires your absence from work. Before you decide to be absent from work, be sure to discuss this with your supervisor. Many, but not all, employers are willing to accommodate work-schedules to special religious observations. This may require a lot of planning, both on your part and on your supervisor's part. Consult early with your supervisor. If you decide that you should not go to work because of Tet or some special religious holiday, your supervisor may regard you as undependable.

One final hint for keeping a job. Do not leave your work just because the time has come for you to leave. Depending on the type of job you have, you should not leave until you finish your tasks. If someone if supposed to replace you when you leave, don't leave before that person arrives (unless your supervisor tells you that you can leave). For example, suppose you are in charge of a store and you are scheduled to leave at six o'clock and that you are the only worker in the store at six o'clock. Further, suppose that your replacement is late. It will be considered highly irresponsible for you to leave at the scheduled time if this means leaving the store unattended. Your replacement has the obligation to be on time, but you also have an obligation to your employer in this case. Some employers will react angrily and very likely fire both your replacement for arriving late and you for being irresponsible. Let us take a different situation. Suppose you are a waiter in a restaurant and the time has come to leave for the day. You should not leave until you finish whatever tasks remain undone. Of course you can leave if your supervisor tells you to. Often this means that you might have to work beyond the time you are scheduled to leave. You may not get paid additional money if you stay a few minutes beyond your regular quitting time. If you leave your work without finishing whatever tasks that remain to be done, you may

be regarded by your employer as undependable.

If you do all that is required of you on the job, and if you do all of this well, you should have no problems keeping the job. Find out what is required; there is no shame in asking a question. You will be expected to ask whenever you need to know something. This also helps the supervisor to make sure that you do your job well. If you hesitate asking for information, and damage occurs because you did not ask, your supervisor will probably be displeased. In the United States, your supervisor is held responsible for your work. Help your supervisor do his work by asking questions that are necessary for you to do your work.

Sometimes a situation may arise where your supervisor will find fault with something that you are doing on the job. Americans generally listen patiently to whatever criticisms their supervisors might make and attempt to do whatever their supervisors suggest. You will have to learn to do this also. That is, do not be embarrassed because your supervisor criticizes you. Remember, his job is to make sure you do your job well. Try to follow his suggestions. You might want to ask your supervisor later on if you are doing what he has suggested. This is always a good step to take. Remember, you can also avoid some criticism by asking questions ahead of time. Americans expect to be criticized by their supervisors at times. Criticism is not something to be alarmed over. You will have to learn not to feel anger or shame when you are criticized. It is part of the work experience.

Sometimes some supervisors are overly critical or they make unreasonable demands on the employees. Should this happen to you, you might want to talk frankly to your supervisor, in private. You should tell him how you feel. Often, supervisors will take steps to eliminate conflicts on the job. But sometimes some supervisors do not see the need for this. In such a case, you might have to weigh carefully the advantages and disadvantages in continuing in such a job.

Sometimes co-workers may tease you. Americans often tease each other as a show of friendliness (this is especially true among males). It is difficult at first to tell whether someone is teasing you out of friendliness or for some other reason. The best thing you might do with friendly teasing is to learn to ignore it. If your co-workers are teasing you out of friendliness, and if you ignore it, they will soon stop teasing you. If you feel that you are being teased not out of friendliness, you should talk to your supervisor and see what suggestions he might have to offer. Remember, Americans enjoy making jokes and teasing each other. You will soon learn when such joking and teasing is done out of friendliness. ~~In~~ You will probably even come to enjoy the intended humor.

Getting along with your co-workers is almost as important as being dependable. The ability to get along with co-workers is noted by your supervisor and forms part of

of your work record. You will also have to find out if there are special customary practices observed among your co-workers. For example, it might be the custom that in some factories certain tools are not shared. If you need a certain tool, you might have to ask the supervisor directly. In other factories, tools are shared, and if you need a certain tool, you can ask a co-worker for one if he is not using it. Also, keep in mind that Americans generally do not share food at work. Do not offer to share your lunch with anyone at work if this is not the usual custom there. However, customs do vary from place to place. In some places, the workers might be expected to stop at a bar and drink beer before going home. In other places, the workers might go their separate ways with little socializing with co-workers after work. In many places, eating meals together (but not necessarily sharing food) is an important part of the daily routine at work. Sometimes you might be expected by your co-workers to eat your meal with them; sometimes it is expected that you should not eat your meal with your co-workers unless you are invited to do so. In general, however, most Americans enjoy eating meals together and you will be invited to do so. You should try to be observant of these customs. Perhaps you might want to discuss some of these customs with your supervisor.

Getting along with your co-workers, being dependable, and doing the best job you are capable of doing are all important for keeping a job.

Getting a New Job

There will come a time when you might want to look for a new job. You might have gotten tired with your present job (it happens to a lot of Americans) or you want to make more money or you may want to seek new opportunities. You might also have to get a new job because you have lost your current job.

If your employer cannot keep you because his business does not allow it (the business might not be making enough money---not all business are always successful), you might get laid off. Getting laid off is not the same thing as getting fired. Getting laid off just means that your job no longer exists for reasons that you are not responsible for. If you get laid off, you generally are covered by unemployment insurance. This means, if you meet the requirements for the insurance, that you will receive a certain amount of money while you look for another job. In most states you are generally covered by the insurance for a maximum of six months. However, keep in mind that not all jobs are covered by unemployment insurance, and that you have to work for a certain period of time before you can qualify. Also, you must be unemployed for some specific period of time before you can qualify for unemployment benefits. These requirements vary from state to state. The amount of money that you receive from the unemployment insurance will most likely be a lot less than you were making on the job. Getting laid off will not be held against you since it is understood that you lost

your job through no fault of your own. If you should get laid off, you should try to get a letter of recommendation from your former supervisor that explains why you lost your job. This will be of great assistance in securing a new job. Keep in mind that if you do get laid off, you will probably also lose any medical benefits that you might have been entitled to on the old job.

Most Americans regard getting fired as a very serious matter. First of all, in many states you may not be entitled to unemployment insurance benefits if you get fired. Further, you will probably not be able to get a positive letter of recommendation from your employer if he/she fired you. This will make it difficult to secure another job. As we discussed above, work experience is considered extremely important. Getting fired from a job forms part of your work experience. You cannot totally it once it has happened. You will be asked why you left your job. More likely than not your former employer will be contacted for information on your work experience. Therefore, it is best to avoid getting fired. If you feel that your employer is dissatisfied with your work, you should speak to him about it and ask him directly if you should quit the job (before getting fired). Most employers will give the employee the opportunity to quit before getting fired.

Quitting a job may not be to your advantage if (1) you quit often (say you only work for two months, and then you quit) or (2) you quit without giving sufficient notice. While getting fired will be seen as very serious, changing jobs often is also seen something undesirable---it is considered a sign of undependability. You do not want to establish a pattern of working for a few weeks and then quitting. If you work for a considerable amount of time (say around six months) and then quit, it will not necessarily be seen as a sign of undependability. If you decide to quit, you should give ample notice to your supervisor. Find out how much time is usually required or expected. In most places, two weeks is sufficient time. Keep in mind that if you tell your supervisor that you plan to quit the following day, he might decide to fire you immediately because of what he will consider a sign of undependability. There is no shame in quitting a job---just notify your supervisor with sufficient time.

Other circumstances may arise that require you to leave your job. For example, you might get hurt on the job and be unable to work. Most jobs have workmen's compensation. This means that if you get hurt on the job, you can expect to receive some benefits to take care of you. However, these benefits may take some time before you start getting them, and you may have to prove that you were actually injured while at work. Suppose that you get ill and cannot continue to work. Your company might have disability insurance that will entitle you to receive some benefits. There are many factors that have to be considered when you are unable to continue work. You should ask your supervisor for details, just in case. Also, if you get too old to work, you might be entitled to Social Security benefits. These benefits are determined

on the basis of how long you have worked in jobs that are covered by Social Security insurance (not all jobs are so covered).

But suppose that you just feel that it is time to look for a better job---one that has better opportunities, or one that pays better. How should you go about it? Probably the most prudent course to follow is not to quit your present job until you are assured of having a new one. You should not take time off from your present job to look for a new one (your employer, should he find out what you are doing, may well get angry and possibly fire you). You might want to inform your employer that you intend looking for a new job and that you intend leaving your present job at a given time (say, in several weeks). You might also explain to your employer why you are thinking about leaving your job. This gives him an opportunity to possibly give you an offer. You might request time off to go to job interviews, but many employers might not be happy about your request. This is a very delicate situation since you will need a letter of recommendation from your present employer. It is best to be honest and forward with your present employer. Most employers know that just about all workers are interested in better opportunities. If you give adequate notice of your intentions, at least your employer will respect you for being honest.

In looking for a new job, be sure that whatever advantages you might gain on the new job outweigh possible problems that may arise as you go about getting the new job.

Unless you get a promotion (and more pay) on your present job, the time will come when you will probably consider getting another job. If you plan ahead and follow whatever procedures are necessary for informing your present employer of your intentions, you ought to be all right.

In considering a new job, keep in mind that money is not always the most important consideration. Many Americans have been known to take a new job that pays less than the old one because they felt that the new job would lead to a better paying one in the long run. For example, suppose you are working as a clerk in a food store and you are making $3.80 an hour, and you are also receiving training for a manager's position. When you become manager you will be paid $5.00 an hour, but it will take you at least a year before you can be considered for such a position. In the mean time you are offered a job in a different food store at $4.75 an hour, but you will not receive any training. It might be tempting to take the job that pays 95 cents more an hour, but you will probably be making the same amount a year hence. What should you do? It seems that the wisest thing is to remain on the job that pays the lesser amount, since it will allow you to receive training and ultimately get a better paying job. Also, the training will also make it possible to leave your present company and go on to another better job. In making a decision you should consider what effects such a decision will have in the future. You should try to determine whether there are

opportunities involved---money is not always the only consideration.

Developing New Skills

Most Americans believe that by gaining experience and learning new skills, it will be possible to go on to better jobs and make more money. In order to do this, many Americans go to school part-time to acquire the necessary skills to go on to a better job. There is nothing unusual in trying to improve yourself economically by acquiring new skills.

Perhaps the first skill you will want to improve is your English. While getting a job and talking with your co-workers is very valuable for the purpose of improving your English, you ~~may want to take a course in English as a Second Language~~ should continue studying English as a second. There are many kinds of English language programs available. You should seek information on available programs from your sponsor, the voluntary agency that has assisted you, and perhaps from your friends who might be taking a class in English as a second language. Classes are usually available that charge very little. It may be difficult to work all day and then go to classes at night to study English, but the sacrifice is well-worth it. If you are competing for jobs with people who speak English well, then you will have to improve your English in order not to be at a severe disadvantage. This does not mean that jobs will not be available to you unless you speak perfect English, but it does mean that the better your English becomes, the more opportunities you will have.

Besides improving your English, you might consider learning a new skill. Perhaps you might want to learn to be a skilled mechanic, or learn how to operate a computer, how to be a secretary or perhaps a bookkeeper. All of these things are possible, but they all require an adequate command of English and special training. Such special training is widely available at little or no cost. Adult Education programs are available at most public high schools at night (sometimes even on weekends). Community colleges also offer many types of vocational and technical training at low cost. Perhaps you might be interested in opening up your own business. There is much to learn about operating a business (e.g., bookkeeping, taxes, local regulations, etc.) that is often taught in Adult Education programs or in community colleges. These are accessible to you if your English is adequate.

CHECKLIST OF THINGS TO CONSIDER IN GETTING A JOB:

- o try summarizing your experience and skills
- o get copies of necessary documents
- o prepare yourself for the interview
- o find out about available jobs by contacting
  - --want ads
  - --state employment agencies
  - --voluntary agencies
  - --friends and neighbors
  - --asking employers directly
- o arrange for an appointment
- o be ready to ask questions about the job

- o dress appropriately for the interview
- o be on time for the interview
- o be prepared to ask questions about the job
- o determine how you will be told whether you got the job or not

CHECKLIST OF THINGS TO CONSIDER AFTER YOU GET THE JOB

- o always try to arrive at work on time
- o avoid leaving the job if there is still work to be done
- o inform your supervisor when you are unable to work
- o always ask questions when you do not understand something
- o do not be alarmed when you are criticized by your supervisor
- o remember that what you do on the job will follow you for a long time

CHECKLIST OF THINGS TO CONSIDER WHEN YOU WANT TO GET A NEW JOB

- o give sufficient notice of your intention to quit
- o avoid a bad work record by quitting jobs often
- o get a letter of recommendation from your present employer---before quitting
- o do not consider money as the most important factor in getting a new job
- o do not take time off from your present job to look for a new one